



Policy: 4002
Procedure: 4002.10
Chapter: Secure Facilities
Rule: Officer In Charge Duties and Shift Leader Expectations

Effective: 06/15/2005
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections Security Officers in Charge and Housing Unit Shift Leaders shall ensure daily operational tasks are completed in their respective areas.

Rules:

1. Each **FACILITY HOUSING UNIT MANAGER** shall designate a Shift Leader for each shift.
 - a. The **HOUSING UNIT MANAGER** shall indicate the Shift Leader on the respective housing unit staff schedule by:
 - i. Placing an asterisk (*) by the staff member's name; or
 - ii. Typing the staff member's name in **BOLD** lettering on the staff schedule.
 - b. The **HOUSING UNIT MANAGER** shall assign the Unit Shift Leader in the following manner:
 - i. YCO III when available and on shift;
 - ii. YCO II assigned on a rotating basis;
 - iii. YCO I when the YCO III and YCO II are not available, assigned by ability to perform Shift Leader duties and responsibilities.
 - c. The **HOUSING UNIT MANAGER** shall ensure Unit Shift Leaders carry the shift leader binder at all times while on duty. This binder shall include at minimum:
 - i. Juvenile school schedules;
 - ii. Housing unit program schedule;
 - iii. Form 4250D Daily Suicide Prevention Status List; and
 - iv. Current maintenance work orders.
2. The **UNIT SHIFT LEADER** shall ensure employees complete these tasks:
 - a. **Shift Change:**
 - i. **ON-DUTY EMPLOYEES** shall share the following information with in-coming personnel, and the Housing Unit Manager:
 - (1) Headcount;
 - (2) Juvenile accountability and current location;
 - (3) Incidents from previous and current shift;
 - (4) Suicide Prevention Status List of juveniles on Close Observation;
 - (5) Equipment inventories for Keys, Radios, Sharps;
 - (6) Completed Security and Safety Inspections forms;
 - (7) Completed Maintenance Work Orders;
 - (8) Daily log entries;
 - (9) Completed Incident Reports;
 - (10) Completed Room Inspections; and
 - (11) Completed Room Searches.
 - b. **Juvenile Supervision:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees appropriately supervise juveniles at all times in accordance with Procedure 4002.09 Supervision of Juveniles, to include:
 - (1) Sight and sound observations;
 - (2) Head counts;
 - (3) Suicide risk levels;
 - (4) Juvenile movement;
 - (5) Dining hall supervision;
 - (6) Classroom supervision;

- (7) Shower supervision;
 - (8) Cleaning supervision; and
 - (9) Special activity supervision.
- c. **Unit Cleaning:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall initiate unit cleaning duties in accordance with Procedure 4002.09 Supervision of Juveniles.
- d. **Daily Log Book Documentation:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees write professional log entries in accordance with Procedure 4002.02 Daily Log Book.
 - ii. **EMPLOYEES** shall document all events pertaining to juveniles and staff in chronological order. Each entry shall be printed and shall include at minimum:
 - (1) Time of occurrence;
 - (2) What happened;
 - (3) Who was involved; and
 - (4) Staff signature or initials.
- e. **Headcounts:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees:
 - (1) Conduct hourly face to name headcounts of all assigned juveniles;
 - (2) Call formal headcounts into Dispatch/Control in a timely manner;
 - (3) Record formal and informal headcounts on the unit Headcount Sheet and Daily Log Book;
 - (4) Visually observe assigned juveniles at minimum 30 minute intervals;
 - (5) Observe and document juveniles on Close Observation in accordance with Procedure 4250.01 Suicide Prevention Procedure.
- f. **Unit Inspections and Juvenile Room Accountability:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees conduct and record unit and juvenile room inspections in accordance with Procedure 4002.01 Housing Unit Inspections to include:
 - (1) Security/safety equipment;
 - (2) Life/health/safety issues;
 - (3) Sanitation; and
 - (4) Housekeeping.
- g. **Equipment:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall:
 - (1) Inspect and inventory all:
 - (a) Radios;
 - (b) Fanny packs;
 - (c) Blood spill kits;
 - (d) Sharps;
 - (e) Tools; and
 - (f) Assigned keys;
 - (2) Record the condition of all equipment on the respective inventory sheets; and
 - (3) Store all inventory sheets in a daily shift binder.
- h. **Maintenance Requests:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees:
 - (1) Submit Work Order Requests via the MP2 database system within 1 hour;
 - (2) Submit Emergency Security and Life Safety Maintenance requests within 30 minutes of discovering the problem;
 - (3) Notify the Housing Unit Manager, Officer in Charge, and Physical Plant Supervisor.
- i. **Movement:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees conduct juvenile movement in accordance with Procedure 4002.09 Supervision of Juveniles.

- j. **Incident Reporting:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure:
 - (1) Employees complete Incident Reports within 60 minutes of an incident;
 - (2) Employees forward Incident Reports regarding Separation Referral to the Separation Unit within 90 minutes;
 - ii. The **HOUSING UNIT SHIFT LEADER** shall review completed Incident Reports prior to submission to Security staff.
 - k. **School:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure:
 - (1) Employees post a current copy of each juvenile's school schedule in the shift leader binder; and
 - (2) Employees are posted in assigned classrooms or groups of classrooms for supervision.
 - l. **Group Facilitation and Documentation:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees:
 - (1) Conduct prescribed groups in accordance with the unit programming schedule; and
 - (2) Record conducted groups in the Daily Log and Group Log.
 - m. **Coordination of scheduled program activities:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall:
 - (1) Ensure employees adhere to the unit program and school schedule at all times;
 - (2) Ensure employees record activity start and completion time in the Daily Log Book; and
 - (3) Record schedule discrepancies and efforts to address the discrepancies in the Daily Log Book and forward to the Housing Unit Manager or Principal, respectively.
 - n. **Showers :**
 - i. The **HOUSING UNIT SHIFT LEADER** shall ensure employees conduct showers in accordance with Procedure 4002.09 Supervision of Juveniles, to include:
 - (1) All juveniles are afforded the opportunity to shower;
 - (2) Showers are not taken away as a consequence for bad behavior;
 - (3) Employees directly supervise juveniles who are not showering in common areas; and
 - (4) Employees conduct shower checks to ensure timeliness and safety.
 - o. **Chapel and Special Activity Lists:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall:
 - ii. Ensure employees complete juvenile sign-up lists 60 minutes prior to the scheduled start of any activity; and
 - iii. Notify Dispatch/Control of the total number of juveniles signed up for participation.
 - p. **Suicide Prevention Accountability:**
 - i. The **HOUSING UNIT SHIFT LEADER** shall:
 - (1) Ensure employees maintain current Daily Suicide Prevention Status Lists Form 4250D, for juveniles on Close Observation;
 - (2) Assign an employee to monitor juveniles on Close Observation; and
 - (3) Review Close Observation forms for accuracy and completion.
 - q. **Exclusion:**
 - i. **UNIT SHIFT LEADER** shall ensure employees complete documentation for all juveniles not involved in regular programming for more than 15 minutes.
3. Each **Security Captain** shall designate a Security Officer in Charge (OIC) for each shift.
- a. The **SECURITY CAPTAIN** shall indicate the Security Officer in Charge on the respective security staff schedule by:
 - i. Placing an asterisk (*) by the staff member's name; or
 - ii. Typing the staff member's name in **BOLD** lettering on the staff schedule.

- b. The **SECURITY CAPTAIN** shall assign the OIC in the following manner:
 - i. Lieutenant when available and on shift;
 - ii. Sergeant when the Lieutenant is not available;
 - iii. YCO II, when a Lieutenant or Sergeant is not available, rotated among YCO IIs;
- 4. The **SECURITY OIC** shall complete the following tasks:
 - a. **Shift Change:**
 - i. The **SECURITY OIC** shall share the following information with in-coming employees:
 - (1) Current events;
 - (2) Incidents from previous and current shift;
 - (3) Equipment inventories for keys, radios, and sharps;
 - (4) Completed Incident Reports;
 - (5) Incident Reports collected for quality review;
 - (6) Completed Maintenance Requests;
 - (7) Daily log entries; and
 - (8) Suicide Prevention Status List of juveniles on Close Observations.
 - b. **Security Coverage:**
 - i. The **SECURITY OIC** shall ensure all Security posts are covered to include:
 - (1) Dispatch;
 - (2) Perimeter;
 - (3) Sally port/gate;
 - (4) Yard coverage;
 - (5) Health unit (dayshift); and
 - (6) Kitchen (Eagle Point School).
 - ii. The **SECURITY OIC** shall ensure:
 - (1) Appropriate coverage levels are maintained in the housing units upon the completion the Dispatcher's call for shift change ;
 - (2) Dispatchers indicate the Shift Leader for each unit and Security OIC on the On-Shift Report; and
 - (3) Staffing ratio discrepancies are reported to the Superintendent.
 - c. **Uniform And Equipment Inspections:**
 - i. The **SECURITY OIC** shall inspect incoming security employees for uniform and equipment compliance and complete Form 4002.10C Security OIC Duties and Responsibilities.
 - d. **Equipment Inventory:**
 - i. The **SECURITY OIC** shall ensure:
 - (1) Employees inventory all keys and equipment as part of shift change; and
 - (2) Employees document all inventories on the appropriate shift forms.
 - e. **Vehicle Inspections:**
 - i. The **SECURITY OIC** shall ensure:
 - (1) Employees accurately inventory facility state vehicles as part of shift change; and
 - (2) Employees maintain vehicles used for perimeter coverage at minimum half-full fuel level.
 - f. **Building Inspections and Hourly Housing Unit Walk Through:**
 - i. The **SECURITY OIC** shall ensure security employees:
 - (1) Inspect all facility buildings and living units once per shift to include:
 - (a) Interior and exterior windows;
 - (b) Interior and exterior doors; and
 - (c) Control panels for proper operation and safety; and
 - (2) Complete Form 4002.10A Security Inspections.
 - ii. The **HOUSING UNIT SHIFT LEADER** shall complete the Security Inspection form and document each visit in the unit's Daily Log Book denoting the time, officer name, and badge number on each entry;
 - iii. The **SECURITY OIC** shall ensure security employees:

- (1) Walk through each housing unit hourly;
 - (a) In the event an hourly security walk-through cannot be completed the **SECURITY OIC** shall make an entry in the security daily log book justifying why it could not be completed;
 - (2) Check all Close Observation Sheets for juveniles on Suicide Prevention Status and during walk through;
 - (3) Check Exclusion Logs during walk through;
 - (4) Record arrival and departure in the housing unit's Daily Log Book.
- g. **Movement:**
- i. The **SECURITY OIC** shall:
 - (1) Coordinate and manage juvenile escorts and movement during campus activities such as meals, school, recreation, and chapel; and
 - (2) Collaborate with employees from Education, Food Service, Chaplaincy, and housing units to ensure scheduled campus activities occur on time and appropriate coverage levels are maintained.
- h. **Incident Report Collection and Review:**
- i. The **SECURITY OIC** shall:
 - (1) Coordinate collection of Incident Reports within 60 minutes of an incident;
 - (2) Review Incident Report for content and accuracy;
 - (3) Return Incident Reports that require additional information/revisions and re-collect them before the end of shift; and
 - (4) Log collected Incident Reports on Form 4002.10B Incident Report Log.

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